



LATCHMERE
ACADEMY TRUST

CHARGING AND REMISSIONS POLICY

Approved by LAT Trustees

Approved by: LAT Trustees

Date: 09/02/2018

Last reviewed on: December 2017

LATCHMERE ACADEMY TRUST CHARGING AND REMISSIONS POLICY

Introduction

The Trust recognises the valuable contribution that a wide range of activities including school visits, after school clubs, trips and residential experiences can make towards a child's education and aims to promote and provide such activities both as part of the curriculum and as additional optional activities.

We believe that all our children should benefit from school activities and visits (curricular and extracurricular) independent of their parents'/carers' financial means. This policy describes how we will try to ensure a good range of visits and activities is offered and minimise the financial barriers which may prevent some children taking full advantage of the opportunities.

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum.

Voluntary contributions for activities as part of the Curriculum

When organising school trips, visits or workshop activities which enrich the curriculum and educational experience of the children, the Trust invites parents to contribute to the cost of the activity. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel the activity.

If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, the child is still allowed to participate fully in the trip or activity as long as parental consent has been given.

If appropriate and funds allow, the Trust may pay a proportion of the costs in order to support a visit. Parents have a right to know how each trip is funded.

Music Tuition

All children study music as part of the normal school curriculum. We do not charge for this. Extra-curricular clubs such as choir or orchestra are also without charge.

There is a charge for individual music tuition if this is not part of the National Curriculum. This charge is paid directly by parents to private music teachers or to Kingston Music Service or Richmond Music Trust which provides peripatetic music teachers to teach individuals on the schools' site. We give parents information about additional music tuition at the start of each academic year.

Swimming

Latchmere School organises swimming lessons between April and October in its own on-site pool. Lessons take place in school time and are part of the National Curriculum. Latchmere School makes no charge for swimming lessons.

The Latchmere School Parents Association asks for an annual voluntary contribution from all families in the school towards the cost of the upkeep of the swimming pool.

Nelson School organises swimming lessons between April and July at Teddington Pool. Lessons take place in school time and are part of the national Curriculum. Nelson School makes no charge for swimming lessons.

The Nelson Parent Teachers Association raises money to cover the cost of all lessons and transport.

Optional Extra Activities

(Activities which take place wholly or mainly outside school hours and are not required in order to fulfil statutory duties relating to the National Curriculum or to Religious Education)

It is the Trustees' policy to charge for such activities organised by the schools. The basis for calculating the charge will be proportionate for each participating pupil for travel, board & lodging, materials, books, equipment, entrance fees and insurance.

The following is a list of additional activities organised by the schools within the Trust, which require voluntary contributions from parents. This list is not exhaustive:

- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to the theatre;
- school trips abroad;
- musical events

Residential Visits

The schools organise annual residential visits for Key Stage 2 children. The cost of these trips includes board & lodging, transport, materials, entrance to any sites visited and charges for any activities to be experienced.

Alternative non-residential trips and activities are organised for children not wishing to participate in the residential visit. The cost of these trips and activities will be based on travel costs, entrance to sites, materials and charges for activities

experienced. The Trustees' policy is for the schools to cover the cost of any additional teacher time necessary to lead the trip or subsequent follow up work.

Children of families in special circumstances may be eligible for remission of charges to enable them to take part in the option of their choice. This is stated clearly on letters and is dealt with discretely and in confidence by the Executive Headteacher or Head of School. Parents will be given the option of a payment plan to spread the costs of residential visits.

After school clubs and activities

Charges may be levied for additional activities provided mainly outside school hours, such as the range of after school clubs organised by the schools. The charging for these optional activities will be dependent upon the costs incurred and will be at the discretion of the Executive Headteacher or Head of School. The charge to any one pupil will not exceed the actual total cost of the activity, divided by the number of pupils taking part.

School lunches

The schools charge parents for its school meals service, through a system of pre-ordering and payment. Alternatively parents can provide a packed lunch from home for their child.

From September 2014, under the Government's Universal Infant Free School Meals initiative, no charge is made for a school lunch to parents of pupils in Reception, Year 1 and Year 2 classes.

Childcare

Latchmere Academy Trust provides Wraparound Care Clubs – Breakfast, After-School, and Holiday Clubs run outside of the school day and provide childcare for working parents. Parents are charged for childcare, and the clubs qualify for payment through the Government's Child Care Voucher Scheme.

Activities not run by the School

When an organisation acting independently of the schools in the Trust arrange an activity to take place during school hours and parents want their children to join the activity, such organisation may charge parents.

Remission of charges

Where families are on forms of income support, and in the case of genuine hardship which makes it difficult for pupils to take part in particular activities for which a charge is made, parents are invited to apply in confidence to the Executive Headteacher of Head of School for the remission of charges in part or in full. Authorisation of remission will be made by the Executive Headteacher in consultation with the Board of Trustees. This money will be obtained from other funds, which may or may not mean the Schools' Budget. All such cases will be dealt with discretely and treated in the strictest confidence.

Breakages & Fines

The Trustees reserve the right to ask parents to pay for the cost of replacing any item such as:

- broken windows
- defaced, damaged or lost text books
- replacement reading or homework diaries
- any item damaged as a result of unsatisfactory pupil behaviour.

Equal Opportunities

No child will be discriminated against or excluded from any charged activity on the basis of being unable to pay. No pupil with special needs or disabilities will be treated any differently than any other pupil. The Trust will take all reasonable steps to avoid putting children with special needs at a substantial disadvantage.